How to register online for a garden plot

(City residents only, Two plots per City address. Plots are March – November annually)

Have you already created a Recreation Household/Patron login account?

If YES, follow these steps:

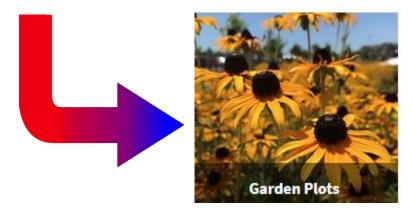
1. Go to: www.cityoffrederickmd.gov/webtrac

2. Login:

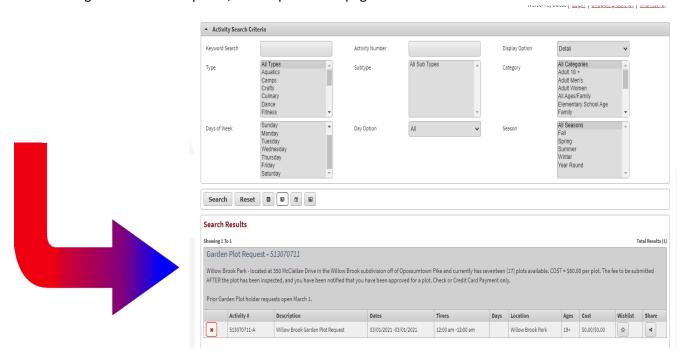
Username: Email Address you used when you signed up

Default Password: Your zip code

3. After logging in, scroll down to bottom of the page and click on Community Garden Plots



Page 2 of 3 After clicking the Garden Plot photo, it will open to this page:



4. Complete the request form and submit. Plots will be inspected prior to permit issuance. Once City staff has reviewed and approved your application, you will be contacted to arrange payment.

IF YOU HAVE NOT ALREADY CREATED A RECREATION HOUSEHOLD/PATRON ACCOUNT, you will need to create one by following these steps:

- 1. Go to www.cityoffrederickmd.gov/webtrac
- 2. Select LOGIN and choose the 3rd option "brand new patron"
- 3. After creating an account, you can sign up to request garden plot.

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| WebTrac | Login | | | | | | |
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EXPERIENCING DIFFICULTY?

CALL 301-600-1450 (MON-FRI) OR EMAIL <u>REGISTRATIONDESK@CITYOFFREDERICKMD.GOV</u>